

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 08/17/10
Time: 1:00 PM – 3:30 PM
Attendees: Bill Fearington (DJS), Lisa Lowe (DNR), Frank Siano (MDE), Michael Bentivegna (CGIS), Scott Jeffrey (CCBC), Jim Cannistra(MDP), Kaushik Dutta (MdTA), Brad Wolters (DHCD), Jennifer Chadwick-Moore (MHT), Jim Thomas (DHMH), Jim Thomas (DHMH), and Jon Curtis (Baltimore County)

AGENDA:

- 1:00PM – 1:05PM Introductions
- 1:05PM – 1:15 Review of August 3, 2010 Meeting Minutes
- 2:40PM – 2:50PM Application Subcommittee Updates
- 2:50PM – 3:00PM Data and Resources Subcommittee Updates
- 3:00PM – 3:10PM Outreach Subcommittee Updates
- 2:20PM – 3:30PM Security Subcommittee Meeting (Michael Bentevegna)

ACTION ITEMS:

Action Items:	Date Assigned:	Follow Up By:
Metadata Services <ul style="list-style-type: none"> • MDP has provided metadata for all their services on MD iMap • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email Sent to Kenny • Agency leads from Tech Comm to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners • A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for the parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process. 	Updated 8/3/10; 7/12/10; 6/22/10; 5/18/2010; Submitted 4/20/10	Technical Committee; GIO

Application Subcommittee Action Items:	Date Assigned:	Follow Up By:
Consolidate list of Requirements for a rapid application deployment option (Phase 1)	Submitted 7/12/10	GIO
Application Subcommittee: <ul style="list-style-type: none"> • Generate a Charter – In Progress 	Updated 8/4/10;	Application Subcommittee

<ul style="list-style-type: none"> Developer's page has been developed and posted to DNR website. Review and provide email comments to Lisa Lowe. Google search still needs to have the redirect corrected for MD iMap - DONE Table developed of 57 requirements. Includes keywords such as service, tools, etc. It is 95% complete and will be available for review soon – DONE Extensive discussion on the Broadband mapping application and the need for it to adhere to other State websites as administered by DoIT. The key issue is the amount of "real estate" available on screen for mapping applications. There was recognition that the direction mandated for this application will establish a precedent for future apps. It was generally felt the mapping application should be allowed to use more screen space than what is currently mandated. Discussion and agreement about applications being expandable to higher resolution monitors. 	6/22/10 Submitted 4/20/10	
<p>Application Subcommittee:</p> <ul style="list-style-type: none"> Recruit a developer to participate from MES Follow up w/Brooks Weaver, Tim Palmer and Kenny Miller Discussion about impact of changes to data service and how they impact application usability. Any data changes need to correspond to the application since MD iMap is application centric. 	Updated 8/4/10; 6/22/10 Submitted 4/6/10	Kaushik Dutta; GIO

Data Subcommittee Action Items:	Date Assigned:	Follow Up By:
<p>Respond to Data Layer Prioritization Email</p> <ul style="list-style-type: none"> Resent email & received 9 responses Currently compiling responses 	Submitted 5/4/10	Data Subcommittee
<p>Cache Tile Recommendation</p> <ul style="list-style-type: none"> Follow up with NSGIC State Responses ESRI Community Map Program <ul style="list-style-type: none"> Research this product Demo from ESRI Will be sticking with current scaling levels for caching. ESRI, Google and Bing all have same tiling scheme. A decision to change the scheme used by the private vendors will be made after security issues are addressed. 	Submitted 5/4/10	Data Subcommittee, Ashley Buzzeo
<p>Data Subcommittee:</p> <ul style="list-style-type: none"> Draft a Charter 	4/6/10	Data Subcommittee
<p>Follow up with Policy & Procedures documentation for Data Submission and Services Submission</p> <ul style="list-style-type: none"> Plans to pick this up again at the end of Summer 2010 No progress on charter 	3/16/10	CGIS, Data Subcommittee

Outreach Subcommittee Action Items:	Date Assigned:	Follow Up By:
Obtain feedback concerning how to improve upon current outreach strategies	5/18/10	Outreach Subcommittee
Generate an email including a brief explanation of the Tech Comm's vision	Updated	Outreach

and the Portal web address (Include Lisa Lowe) <ul style="list-style-type: none"> Email will be blasted by Tech Comm members to extended GIS community Vision document needs to be updated to be included 	5/18/10; 4/20/10	Subcommittee
Outreach Subcommittee: <ul style="list-style-type: none"> Recruit participants Setup a meeting / conference call with all participants 	4/20/10	Outreach Subcommittee
Outreach Subcommittee: <ul style="list-style-type: none"> Generate a Charter 	4/20/10	Outreach Subcommittee
Obtain additional MD iMap Technical Committee members through outreach <ul style="list-style-type: none"> Email potential new members (Doug Adams has potential member emails) Reach out to MSGIC Community 	3/16/10	Outreach Subcommittee, Co-chairs

Security Subcommittee Action Items:	Date Assigned:	Follow Up By:
Obtain Enterprise Security Mapping Models from other states (In Progress) <ul style="list-style-type: none"> Exploring other states and users. Many other use communities tend to be more centralized in administration. Exploring software that supports auto-registration of secure services. 	5/4/10	Security Subcommittee

Completed Action Items:	Date Assigned:	Follow Up By:
ESRI will be invited to July 20 th Technical Committee meeting for Community Mapper presentation, demo and discussion <ul style="list-style-type: none"> Community Mapper Demo & Presentation scheduled for 8/3 Technical Committee meeting from 1 – 2:30p.m. (confirmation needed) 	Updated 7/12/10; Submitted 6/22/10	Co-chairs, Ashley Buzzeo
Contact DoIT representative to participate in Tech. Comm. <ul style="list-style-type: none"> No regular representative is available, but DoIT can be consulted as needed 	Updated 7/12/10 Submitted 3/2/10	GIO
Check with DoIT about an existing state-level Change Control Policy <ul style="list-style-type: none"> No document available 	Updated 7/12/10 Submitted 3/2/10	Co-chairs, GIO

MEETING NOTES:

Introductions

- *Round-the-room.*

Application Subcommittee Updates

- Follow up with Kenny Miller concerning status of Rapid Application Prototype requirements list for Phase 1 deployment
- Follow up with Kenny Miller concerning developer for Rapid Application Prototype Application development
- Deadline for deployment of Phase 1: End of August
- Charter Documentation in progress. Looking to have a charter by the end of August.
- MdTA can not host an intern for development work for MDiMap. Brad and Lisa will check to see if either Agency would be will and able to do so. Kaushik will send out the specs for the position to everyone and discuss with Kenny the use of MES.

Data and Resources Subcommittee Updates

- Next meeting – August 12, 2010 11a.m. – 12pm (Teleconference)
 - Agenda: Framework Layers & Google Urchin
- Charter Document being reviewed by Subcommittee. Will review for next scheduled Tech Meeting.

Outreach Subcommittee Updates

- Next meeting: TBD
- Charter Document ready for review by 8/31
- Mass email to be sent 8/31 to solicit participation
 - Email addresses from MSGIC email list will be included. Through MSGIC, promote more outreach regarding MDiMap. Goal of a 10% increase in participation.
- Vision Statement: need 1 to 3 sentences saying what MD iMap is
 - Scott Jeffrey to present a vision statement to group for comments by 8/6. Will send out MDiMap vision statement survey via Survey Monkey. Will review results at the next Tech Meeting.

Security Subcommittee Updates

- Next Meeting: TBD
 - Presentation by Michael regarding security. Need data agreement doc for all parties posting data. Examples of data w/concern; Foreclosure, vector parcels, public drinking water source, Police car locations.
 - Tabletop exercise at Emergency Management Workshop in September
 - Obtained a new contact in Arizona that might provide some work around feedback concerning our security considerations
 - Group Needs: solutions for groups & how this will marry to AGS options
 - Solicit comments for more needs or missed the mark from sensitive data owners
 - Get broader input from sensitive data owners

-END MEETING-